

Superior Court of California
County of San Bernardino
Employment Opportunity



Judicial Staff Counsel III

\$6,891 - \$8,819 approximate monthly

Application deadline: Open Until Filled

Announcement # 06-029

A current vacancy exists in the Legal Research Division of the Superior Court in San Bernardino. The incumbent will be required to work a minimum of 20 hours per week and up to 40 hours per week. The list resulting from this recruitment will be used to fill vacancies as they occur throughout the Court. The incumbent may be assigned to any Court District within the County.

The incumbent will perform general and specialized legal research and analysis; review cases and make recommendations to the Court and draft legal opinions and/or other documents.

Typical duties of Judicial Staff Counsel III include, but are not limited to:

- ❖ Review case files, research legal issues and make recommendations to the Court.
- ❖ Research legal questions and prepare memoranda and other documents, including appellate opinions.
- ❖ Advise the Court on difficult legal questions.
- ❖ Confer with Judges and Court staff with respect to procedures, substantive legal issues & requirements of individual cases.
- ❖ Perform related duties as assigned.

Requirements: Graduation from an accredited college or university with a Juris Doctorate (J.D.) degree and five years experience in the practice of law, including performing legal research and drafting legal opinions and/or briefs including three years experience in litigation or any combination of training and experience that could provide the desired knowledge and abilities. Special Requirement - current active membership in the State Bar of California including maintaining compliance with MCLE requirements. *Applicants should indicate their California Bar License number on the Professional Credentials (License, Certificates, etc.) section of the application.*

Note: *Some criminal or juvenile experience is desirable, but not required.*

Travel: Travel throughout the County may be required, as needed. The incumbent will be required to make provision for transportation and will be reimbursed for mileage at \$0.34 per mile according to the guidelines established by the Administrative Office of the Courts (AOC). At the time of hire, a valid California Driver license and proof of automobile liability insurance must be produced.

How to Apply: Applicants must complete and submit a Superior Court application, supplemental application and sample of a previously written civil motion or memo about an issue of civil law that you have personally drafted. Application materials can be obtained by phone at (909)387-6894, by e-mail at personnel@courts.sbcounty.gov, or on the internet at www.sbcounty.gov/courts.

Examination: The examination will consist of a competitive evaluation of qualifications based on the application, supplemental application and writing sample. The most qualified candidates may be invited to an oral examination and written exercise covering the following areas: legal research methods, practices and techniques; law and legal principles, practices and procedures as applied to civil law; analytical and problem solving skills; and interpersonal and communication skills. Candidates will be notified of the date of the oral exam/written exercise, if needed, approximately two weeks prior.

Benefits: Paid holidays, vacation, and sick leave; retirement plan; deferred compensation plan; employee health insurance (medical & dental); life insurance; merit salary increases; reimbursement for professional development; and credit union.

Employment is contingent upon passing a pre-placement physical, including drug screening and fingerprinting for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI).

The provisions of this bulletin do not constitute a contract expressed or implied and any provisions contained in this bulletin may be modified or revoked without notice.

8/14/06 MV

Court Personnel Department
172 W. Third Street, 2nd Floor
San Bernardino, CA 92415-0302

24 Hour Job Information Hotline: (909) 387-9150
Phone: (909) 387-6894
Fax: (909) 387-6826
Email: personnel@courts.sbcounty.gov
Internet: www.sbcounty.gov/courts